SINHGAD INSTITUTE OF BUSINESS MANAGEMENT
MUMBAI

MANDATORY DISCLOSURE FOR THE ACADEMIC YEAR 2022-23

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Name of the Institution	:	**Sinhgad Institute of Business Management**
Address	:	Plot No.126, Mhada Colony, Chandivali, Mumbai - 400072
Telephone	:	022-2858 2888 / 2847 2090
Mobile	:	9967551171
E- Mail	:	info@sycspm.org

2 Name of the Trust : **Shri Yashwantrao Chavan Shikshan Prasarak Mandal**

Address	:	Plot No.126, Mhada Colony, Chandivali, Mumbai - 400072
Telephone	:	022-2858 2888 / 2847 2090
Mobile	:	9967551171
Email	:	info@sycspm.org

3 Name of the Director : **Dr. Sreelatha Guntupalli**

Address	:	Plot No.126, Mhada Colony, Chandivali, Mumbai - 400072
Telephone	:	022-2858 2888 / 2847 2090
Mobile	:	9967551171
E- Mail	:	info@sycspm.org

4 Name of the Affiliating University : University of Mumbai

5 Governance

- **Governing Board**

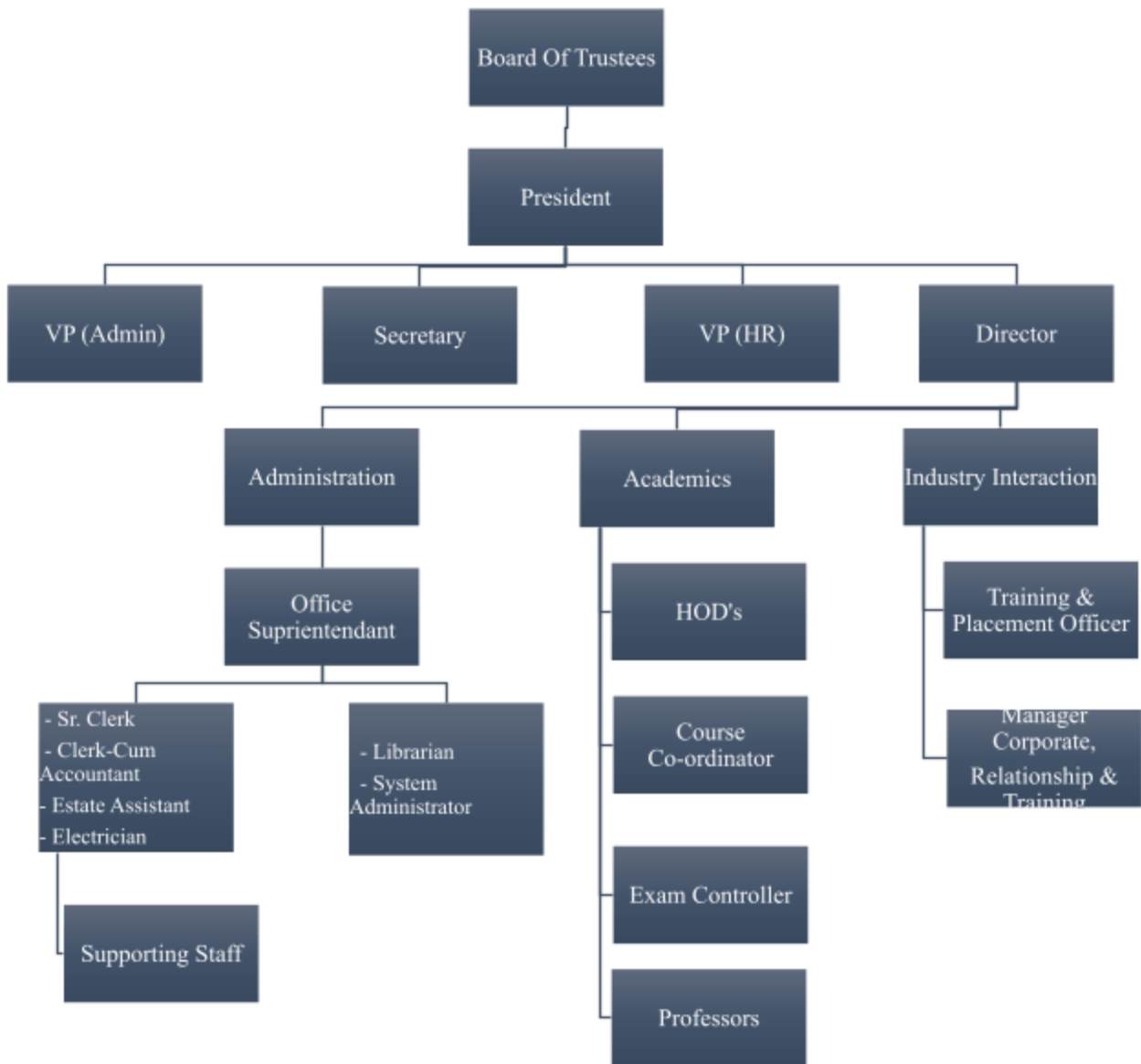| MEMBERS OF THE BOARD		
Sr. No.	**Name of the Members**	**Designation**
1	Prof. Maruti Nivrutti Navale Founder President, SYCSPM	Chairman
2	Dr. (Mrs.) Sunanda M. Navale Founder Secretary, SYCSPM, Mumbai	Member
3	Mrs. Rachana M. Navale – Ashtekar Vice President, SYCSPM, Mumbai	Member

4	Mr. Rohit M. Navale Vice President, SYCSPM, Mumbai	Member
5	Prof. Prakash Rajaram Patil Treasurer SYCSPM, Mumbai	Member
6	Mr. Pramod Naik Joint Director of Technical Education, DTE	Nominee
7	Dr. Sreelatha Guntupalli Campus Director	Member

- **Members of Academic Advisory Body**

MEMBERS OF THE ACADEMIC ADVISORY BODY		
Sr. No.	**Name of the Members**	**Designation**
1	Prof. Maruti Nivrutti Navale Founder President, SYCSPM	Chairman
2	Dr. (Mrs.) Sunanda M. Navale Founder Secretary, SYCSPM, Mumbai	Member
3	Mrs. Rachana M. Navale - Ashtekar Vice President, SYCSPM, Mumbai	Member
4	Mr. Rohit M. Navale Vice President, SYCSPM, Mumbai	Member
5	Prof. Prakash Rajaram Patil Treasure SYCSPM, Mumbai	Member
6	Mr. Pramod Naik Joint Director of Technical Education, DTE	Nominee
7	Dr. Sreelatha Guntupalli Campus Director	Member

- **Frequency of the Governing Board Meeting and Academic Advisory Body**: The Governing board meetings and Academic Advisory Body Meeting are held twice every year

- **ORGANIZATION STRUCTURE**

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                        ┌──────────────────┐
                        │ Board Of Trustees │
                        └──────────────────┘
                                 │
                        ┌──────────────────┐
                        │    President     │
                        └──────────────────┘
                                 │
        ┌────────────────┬───────────────┬────────────────┐
┌──────────────┐  ┌──────────────┐  ┌──────────┐  ┌──────────────┐
│  VP (Admin)  │  │  Secretary   │  │ VP (HR)  │  │   Director   │
└──────────────┘  └──────────────┘  └──────────┘  └──────────────┘
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Administration	Academics	Industry Interaction

| Office Suprientendant | HOD's | Training & Placement Officer |

| - Sr. Clerk
- Clerk-Cum Accountant
- Estate Assistant
- Electrician | - Librarian
- System Administrator | Course Co-ordinator | Manager Corporate, Relationship & Training |

| Supporting Staff | | Exam Controller | |

| | | Professors | |

- **Grievance Redressal Mechanism for Faculty/Staff and Students**

Grievance Redressal Mechanism

Procedure for filing the formal complaint/grievance:

1. Any student or staff/faculty of Sinhgad Institute of Business Management may lodge a complaint.

2. Complaints should be made to the Grievance Redressal Committee.

3. Complaints may be oral, by email (at grievance.sibm@sycspm.org) or in writing. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.

4. Upon receipt of a complaint by any member of GRC, the member should forward it to *grievance.sibm@sycspm.org*.

Procedure for filing a complaint / grievance without revealing identity:

If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s)in the drop box placed outside the Library.

Process for addressing the Grievance:

1. Upon receipt of complaint, the convener of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the convener may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:

a. Option 1 which can be exercised on matters that could be more routine operation:

i. The convener of the Committee may address the issue directly with the help of the concerned department.

ii. In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.

iii. Once the matter has been resolved the Convener will send a final update to the complainant on the matter.

b. Option 2 which can be exercised in matters of very serious concern, in consultation with the Chairperson:

i. The convener may also call for a meeting of the GRC. The quorum for the meeting is 4 (Four) excluding the director of the institute.

ii. The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.

iii. Final decision of the GRC has to be communicated to the student within 15 days of the receipt of the complaint.

iv. The Convener of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the Director.

3. The Convener will maintain an updated record of all complaints, actions taken and closure status.

4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

Re-appeal:

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the director of the institute for a reconsideration and review within 15 working days.

2. The decision of the Director, in such matters shall be final and there shall be no further appeal in the matter

● **Establishment of Anti Ragging Committee -**	
● **Establishment of Internal Complaint Committee**	📄 **Statutory Commitees 2022-2023.pdf**
● **Establishment of Committee of SC/ST**	
● **Internal Quality Assurance Cell.**	**IQAC**

6. Programmes

Name of Programmes approved by AICTE	MMS
Name of Programmes Accredited by NBA	Not Available
Status of Accreditation of the Courses	Not Available
Total number of Courses	01
No. of Courses for which applied for accreditation	01
Status of Accreditation	In Process
For each Programme the following details are to be given:	

Name	MMS		
Number of Seats	120		
Duration	2 Years		
Cut off marks/rank of admission during the last three years	2021-22	2020-21	2019-20
	50	50	50

Fee		147000	137000	137000

Placement Facilities			
	2021-22	**2020-21**	**2019-20**
Campus placement in last three years with minimum salary, maximum salary and average salary	Maximum: 6 Lakhs Average: 3.80 lakhs Minimum: 2.60 Lakhs	Maximum: 8.76 Lakhs Average: 4.05 Lakhs Minimum: 2.50 Lakhs	Maximum: 11 lakhs Average:3.80 Lakhs Minimum:3.00 Lakhs

7. Faculty

Branch wise list Faculty members:	2021-22	2020-21	2019-20
Permanent Faculty	12	12	11
Adjunct Faculty	0	0	0
Permanent Faculty: Student Ratio	1:20	1:20	1:20
Number of Faculty employed and left during the last three years	0	0	1

8. Profile of Vice-Chancellor/Director/Principal/Faculty

Sr. No.	Name	Designation	Specialization
1.	Dr. Smrutiranjan Mohanty	**Director**	**Operations**
2.		**Assistant Professor**	**Finance**

	Dr. Sreelatha Guntupalli		
3.	Prof. Shyamkant Surve	Assistant Professor	**Marketing**
4.	Dr. Pallavi Yewale	Assistant Professor	**Human Resource Management**
5.	Dr. Sonali Kale	Assistant Professor	**Finance**
6.	Mr. Prakash Patil	Assistant Professor	**Operations**

7.	 **Dr. Milind Vinod**	**Assistant Professor**	**Finance**
8.	 **Dr. Mukesh Kharat**	**Assistant Professor**	**Marketing**

9. Fees

Details of fee, as approved by State Fee Committee, for the Institution	Rs.1,47,000/-
Time schedule for payment of fee for the entire programme	Installments
No. of Fee waivers granted with amount and name of students	N.A.
Number of scholarships offered by the Institution, duration and amount	N.A.
Criteria for fee waivers/scholarship	Family Income not above Rs.8 Lacs per annum
Estimated cost of Boarding and Lodging in Hostels	N.A.
	St. Group Ins* — 120

Any other fee please specify	Registration fee*	1025
	Caution Money (Refundable)	5000
	University share of Exam Fee*	3313
	Gymkhana fee*	200
	Cultural Activity Fees*	6
	University Sports & Cultural Fees*	24
	E-charges*	20
	Disaster Relief Fund*	10
	Vice Chancellor Fund*	20
	E-Suvidha Charges*	50
	NSS Self-Financed *	10
	Ashwamedh Fee*	20
	Sports Contribution*	60
	NSS Ekak Yojana*	10

10. Admission

	2021--22	2020-21	2019-20
Number of seats sanctioned with the year of approval	120	108	108
Number of Students admitted under various categories each year in the last three years	36	17	23
Number of applications received during last two years for admission under Management Quota and number admitted	NA	NA	NA

11. Admission Procedure

Mention the admission test being followed, name and address of the Test Agency and its URL (website)	MMS at Mumbai University is a 2-years postgraduate program that is divided into 4 semesters. Mumbai University MMS admission is purely based on the MAH-CET/ CAT/ MAT/ ATMA/ XAT/ CMAT scores. The final selection will be done through counseling conducted by the university.

	https://cetcell.mahacet.org/
Number of seats allotted to different Test Qualified candidate separately (AIEEE/CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test)	N.A
Calendar for admission against Management/Vacant seats	
Last date of request for applications	N. A
Last date of submission of applications	N. A
Dates for announcing final results	N. A
Release of admission list (main list and waiting list shall be announced on the same day)	N. A
Date for acceptance by the candidate (time given shall in no case be less than 15 days)	N. A
Last date for closing of admission	N. A
Starting of the Academic session	N. A
The waiting list shall be activated only on the expiry of date of main list	N. A
The policy of refund of the fee, in case of withdrawal, shall be clearly notified	N. A

12. Criteria and Weightages for Admission

Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.	**(1) Maharashtra State Candidature Candidate**.- (i) The Candidate should be an Indian National; (ii) Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only) or its equivalent; Entrance test/ admission criteria (iii) Obtained non zero positive score in one of the Common Entrance Test such as MH-CET/CAT /MAT /XAT / ATMA /GMAT/CMAT valid for admissions during the Academic year 2021-22

(2) **ALL India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates.-** {i) The Candidate should be an Indian National; {ii) Passed minimum Three year duration Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class Categories and Persons With Disability belonging to Maharashtra State only) or its equivalent; {iii) |

	Obtained non zero positive score in one of the following examinations; MH-CET/CAT/MAT /XAT / ATMA /GMAT/CMAT
Mention the minimum level of acceptance, if any	Passed minimum three-year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories, economically weaker section and Persons with Disability Candidates belonging to Maharashtra State only) or its equivalent; Obtained non - zero positive score in MAH-MBA/MMS-CET 2021 or any other approved Entrance Test.
Mention the cut-off Levels of percentage and percentile score of the candidates in the admission test for the last three years	<table><tr><td>**2019-2020**</td><td>**2020-2021**</td><td>**2021-2022**</td></tr><tr><td>26.97</td><td>21.75</td><td>37</td></tr></table>
Display marks scored in Test etc. and in aggregate for all candidates who were admitted	Attachment

13. Results of Admission Under Management seats/Vacant Seats: Not Applicable

14. List of Applicants:

Sr. No	Criteria	No. of Students
1.	List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examinations in separate categories for open seats.	**Attachment**
2.	List of candidates who have applied along with percentage/percentile score for management quota seats (merit wise)	**Not Applicable**

14. Results of admission under management seats / vacant seats: Not Applicable

15. Information of Infrastructure and Other Resources Available

Information of Infrastructure and Other Resources Available		
Number of Class Rooms and size of each	C-404 C-502 C-503 C-505	83.62 69.00 69.20 83.62

	C-602	69.20
	C-603	69.00
	C-604	41.25
	C-605	83.62
Number of Tutorial rooms and size of each	T-403	41.25
	T-501	41.25
	T-504	41.25
Number of Laboratories and size of each	NA	
Number of Drawing Halls with capacity of each	NA	
Number of Computer Centers with capacity of each	3 Labs – 135	
Central Examination Facility, Number of rooms and capacity of each	Not Available	
Barrier Free Built Environment for disabled and elderly persons	Image Attached	
Occupancy Certificate	Occupancy Certificate	
Fire and Safety Certificate	Certificate	
Hostel Facilities	Not Available	

Library		
Number of Library books/ Titles/ Journals available (program-wise)	Total Books: 6665 Print Journals: 23 National: 23 International: DELNET	
List of online National/ International Journals subscribed	National: 3460 e-books International: 240 (e-journals)	
E- Library facilities	Yes	
National Digital Library (NDL) subscription details	Yes Registration Number : **INMHNCF5VSIMOIK**	

Laboratory and Workshop		
List of Major Equipment/Facilities in each Laboratory/ Workshop	Not Applicable	
List of Experimental Setup in each Laboratory/ Workshop	Not Applicable	

Computing Facilities		
Internet Bandwidth	30 MBPS 1:1	
Number and configuration of System	189	
Total number of system connected by LAN	189	

Total number of system connected by WAN	189
Major software packages available	- MS Office 16 - Tally 9.0 - ERP Campus wide - Windows server R2 (2003) - Windows 8.1 - Windows 10 pro
Special purpose facilities available	- ERP - Digital Library - D-Space - Basic & Adv. Excel
Facilities for conduct of classes/courses in online mode (Theory & Practical)	The institute is well equipped with projectors and other audio-visual equipment , that with the help of online platforms like Microsoft Teams and Google conduct sessions in online mode,
Innovation Cell	No
Social Media Cell	No
Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments	Not Applicable
List of facilities available	
Games and Sports Facilities	Gymkhana is equipped with Carrom Board, Table Tennis Table, Chess Board and Ludo Board. **Images**
Extra-Curricular Activities	Extra-Curricular Activities

16. Enrollment and Placement details of the students in the last three years

Year	No. of Students Enrolled	No. of Students opted for Placement	No. of Students Placed
2021-22	39	35	35
2020-21	40	46	43
2019-20	43	38	37

17. List of Research Projects / Consultancy Works: NIL

18. Letter of Approval and Letter of extension of approval: LOA and EOA merged file